

**SAMPLE WORK PLAN CONTENT for  
SIGNATORY JURISDICTION and HEADWATER STATE  
IMPLEMENTATION GRANTS  
(Environmental Results Policy)**

## INTRODUCTION

Describe your state's program for meeting *Chesapeake 2000* agreement goals, integration with other non-point source programs, coordination with the Chesapeake Bay Program, how your state's non-point source programs link to tributary strategy goals (this includes the chart listing your state's nitrogen, phosphorus and sediment cap load allocations) and any other information related to your state's support of the Chesapeake Bay Program.

## GENERAL INFORMATION

Describe the *Chesapeake 2000* agreement sections/goals (Living Resources, Vital Habitat, Water Quality, Sound Land Use and Stewardship) addressed and funding allocations, long-term projects, non-point source accounting procedures, reporting and assessable data and point source data reporting.

## WORK PLAN OBJECTIVE/PROJECT DESCRIPTIONS (by C2K Section)

This section includes descriptions of all projects, which are complementary components of this comprehensive work plan. Please follow the template below and include ALL sections when describing the various objectives/projects under this grant.

**Objective \_\_: [Project Title]**

**2005 [Your State here] Chesapeake Bay Implementation Grant**

<b>Budget:</b>	\$ TBD	<b>C2K Goals Supported:</b>	
<b>Goal Statement:</b>			
<b>Description:</b>	<i>(Complete only for long term, multi-year projects.) Answer these questions.</i> 1) <i>What will be accomplished during the current grant cycle?</i> 2) <i>Is the project on track?</i> 3) <i>What is the ultimate goal of the project?</i> 4) <i>What has been completed in previous years?</i>		
<b>Tasks:</b>	1. One 2. Two 3. Three		

<b>Outputs – Project Deliverables:</b>  [The extent that outputs are accomplished will serve as the EPA Evaluative Criteria for this project/program.]	<u>Programmatic</u> <ul style="list-style-type: none"> <li>• # acres of BMP installed</li> <li>• # of roundtables/workshops held</li> <li>• # of brochures created</li> </ul> <u>Administrative</u> <ul style="list-style-type: none"> <li>• Semi-annual report of accomplishments submitted to EPA</li> <li>• NPS pollution reductions submitted to CBP (if applicable).</li> </ul>
<b>Outcomes:</b>  [Results, Environmental Effect, etc.]	<u>Chesapeake 2000 Bay Agreement</u> <ul style="list-style-type: none"> <li>•</li> </ul> <u>Tributary Strategy Implementation</u> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Link to EPA's Strategic Plan:</b>	<b>Goal 4:</b> Healthy Communities and Ecosystems <b>Objective 4.3:</b> Ecosystems <b>Sub objective 4.3.4:</b> Improve Aquatic Health of the Chesapeake Bay

## EXAMPLES of OBJECTIVES/PROJECTS

### Objective 1 - Watershed Field Coordinators 2005 Virginia Chesapeake Bay Implementation Grant

<b>Budget:</b>	\$ TBD	<b>C2K Goals Supported:</b>	I. – V., 2.2.1, 2.2.3, 4.2.3, 4.2.10, 5.1.2
<b>Goal Statement:</b>	Improved watershed management planning and implementation of watershed protection and restoration initiatives through coordinated efforts by five regional office watershed field coordinators and one central, Richmond coordinator.		

<b>Description:</b>	<p>A primary responsibility for the watershed field coordinators is to persuade key landowners, users, and stakeholders to adopt Chesapeake 2000 Bay Agreement (C2K) measures, and particularly implementation of tributary strategies. These individuals serve as liaisons between the DCR regional office staff and the basin roundtables, local governments, planning district commissions, and watershed groups to promote watershed management planning, low impact development, and other NPS pollution priorities for improved water quality.</p> <p>The watershed field coordinators play an active role in the ongoing Tributary Strategy process and will engage in activities for meeting implementation objectives specific to their areas. The coordinators will assist with dissemination of implementation guidelines and technical materials, and will track progress for the Tributary Strategies as well as C2K goals such as small watershed planning. The Richmond coordinator position is responsible for insuring DCR staff participation in the CBP committees, subcommittees, workgroups, task forces and special directives and for reporting through the C2K Tracking Database on the statewide progress on meeting the C2K goals and objectives.</p>
<b>Tasks:</b>	<ol style="list-style-type: none"> <li>1. Foster working relationships with community watershed organizations, conservation groups, local governments, PDCs, and roundtables. Represent DCR on local committees and work groups.</li> <li>2. Assist regional office managers with providing information and technical resources to the various stakeholders relative to assigned watershed(s).</li> <li>3. Support Tributary Strategy implementation.</li> <li>4. Promote sound land use planning and low impact development.</li> <li>5. Foster interest in and support for small watershed management planning. Promote Virginia's watershed planning protocol, assist groups with watershed management plan development and implementation, and track C2K goal progress.</li> <li>6. Offer grants assistance including promotion of funding opportunities, help in developing proposals, review of DCR &amp; partner proposals, conducting workshops, and management of assigned projects.</li> <li>7. Maintain updated contact information in database and mailing list(s) for the majority of primary stakeholders for Tributary Strategies including community watershed organizations, conservation groups, and local governments.</li> </ol>

<b>Outputs – Project Deliverables:</b>  [The extent that outputs are accomplished will serve as the EPA Evaluative Criteria for this project/program.]	<u>Programmatic</u> <ul style="list-style-type: none"> <li>Active engagement of local governments and other primary stakeholders in Tributary Strategy implementation activities. Report on progress and ideally number or percentage of groups engaged.</li> <li>Support local watershed and restoration initiatives through project involvement, outreach efforts, team meetings, and project management.</li> <li>Successful involvement in development and implementation of small watershed plans within the watershed office and basin areas. Report on number of small watershed plans and acreage covered.</li> <li>Virginia annual report compiled on progress in meeting C2K goals and objectives.</li> </ul> <u>Administrative</u> <ul style="list-style-type: none"> <li>Semi-annual report accomplishments submitted to EPA.</li> </ul>
<b>Outcomes:</b>  [Results, Environmental Effect, etc.]	<u>Chesapeake 2000 Bay Agreement</u> <ul style="list-style-type: none"> <li>C2K 3.1 - Improve water quality in the tributaries of the Chesapeake Bay.</li> </ul> <u>Tributary Strategy Implementation</u> <ul style="list-style-type: none"> <li>Provide options and future actions for improving local water quality and the water quality and living resources of the Chesapeake Bay through the reduction of nutrients and sediments.</li> </ul>
<b>Link to EPA's Strategic Plan:</b>	<b>Goal 4:</b> Healthy Communities and Ecosystems <b>Objective 4.3:</b> Ecosystems <b>Sub objective 4.3.4:</b> Improve Aquatic Health of the Chesapeake Bay

**Objective 5 – Agricultural BMP Cost-Share Program  
2005 Virginia Chesapeake Bay Implementation Grant**

<b>Budget:</b>	Non-Federal \$2,187,000	<b>C2K Goals Supported:</b>	2.4.1 B 2.4.3; 3.1.1; 3.1.2; 5.2.1; 5.2.2
<b>Goal Statement:</b>	Provide technical assistance and incentive funding to farmers as a means of encouraging voluntary adoption of agricultural best management practices (BMPs) to achieve measurable reductions in reduce nutrients and sediments that are critical to managing NPS pollution.		

<b>Description:</b>	<p>For over 20 years DCR has maintained oversight and direction of the local agricultural cost share programs, which are carried out by Virginia's forty-seven (47) soil and water conservation districts (SWCDs or districts). Funding administered by DCR to districts goes directly to farmers who receive up to 75% of the cost of implementing approved BMPs. DCR and the SWCDs have long standing working agreements, which enable targeted implementation of local cost-share programs to encourage BMPs in specific watersheds.</p> <p>The Agricultural BMP Cost-Share Program serves as the primary source of non-federal matching funds for the Virginia Chesapeake Bay Implementation Grant; and the funding for this program is provided through Virginia's Water Quality Improvement Fund.</p>
<b>Tasks:</b>	<ol style="list-style-type: none"> <li>1. Distribution of funds to SWCDs through quarterly system.</li> <li>2. Farmers "sign-up" for cost-share funding.</li> <li>3. SWCD Directors approve applications.</li> <li>4. Upon presentation of receipts and certification that installation is complete, farmers are reimbursed for up to 75% of the costs of installation of eligible and approved practices.</li> <li>5. SWCDs report accomplishments to DCR each quarter.</li> </ol>
<b>Outputs – Project Deliverables:</b>  [The extent that outputs are accomplished will serve as the EPA Evaluative Criteria for this project/program.]	<p><u>Programmatic</u></p> <ul style="list-style-type: none"> <li>• Support of agricultural BMP implementation within targeted watersheds of the Shenandoah, Potomac, Rappahannock, York James, and Coastal basins.</li> <li>• Installation of agricultural best management practices.</li> <li>• The results of targeting efforts are tracked through the BMP Tracking Program and the reductions in soil loss, nitrogen, and phosphorus reported to EPA, federal and state agencies.</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• Semi-annual report of accomplishments submitted to EPA, including summarization of quarterly installation of BMPs by major basin and by practice.</li> <li>• Cost-share tracking data sets with reductions calculated submitted to CBP by hydrologic unit for inclusion in the Bay Model.</li> </ul>
<b>Outcomes:</b>  [Results, Environmental Effect, etc.]	<p><u>Chesapeake 2000 Bay Agreement</u></p> <ul style="list-style-type: none"> <li>• C2K 3.1– Improve water quality in the tributaries of the Chesapeake Bay.</li> </ul> <p><u>Tributary Strategy Implementation</u></p> <ul style="list-style-type: none"> <li>• Meet and maintain NPS cap reductions from BMPs installed and maintained on 92% of all available agricultural lands basin wide.</li> </ul>
<b>Link to EPA's Strategic Plan:</b>	<p><b>Goal 4:</b> Healthy Communities and Ecosystems</p> <p><b>Objective 4.3:</b> Ecosystems</p> <p><b>Sub objective 4.3.4:</b> Improve Aquatic Health of the Chesapeake Bay</p>

**BUDGET DETAIL**

Provide a breakdown of all objectives/projects and costs by budget category.

**SUMMARY OF STAFF FUNDED**

Provide a list of all staff funded either with federal or matching funds that support the objectives/projects listed in the Work Plan.

**DELIVERABLES CHART**

Provide a comprehensive list of all programmatic and administrative deliverables in Work Plan with expected due dates.